

IMPORTANT INFORMATION

The information you provide will be used to determine whether you meet public employment requirements and the minimum qualification requirements in the Class Specifications. Federal laws (Title VII of the Civil Rights Act of 1964, the Civil Rights Act of 1991, and the Americans with Disabilities Act) prohibit employers from discriminating on the basis of race, color, religion, sex, national origin, or disability. The Age Discrimination in Employment Act prohibits discrimination on the basis of age. Chapter 378, H.R.S., prohibits employers from discriminating on the basis of race, sex, sexual orientation, age, religion, color, ancestry, disability, marital status, or arrest and court record except where it is a bona fide occupational qualification. The federal laws apply to all forms of employment decisions and actions, including pre-employment inquiries. The State of Hawaii is an equal opportunity employer and complies with applicable state and federal laws relating to employment practices.

EQUAL EMPLOYMENT OPPORTUNITY: Federal and State laws apply to all forms of employment decisions and actions, including pre-employment inquiries. The State of Hawaii is an equal opportunity employer and complies with applicable State and Federal laws relating to employment practices.

MERIT CIVIL SERVICE SYSTEM: The employment of persons in the civil service, as defined by State law, is governed by the merit principle. Applicants must meet the minimum qualification requirements of the position being sought, including all education, experience, and other public employment requirements for State Civil Service employment. It is the applicant's responsibility to provide complete information. The information submitted may be verified. Applicants must meet the requirements and qualify on appropriate employment related tests to be eligible for employment consideration.

CITIZENSHIP REQUIREMENT: Applicants must be citizens, permanent resident aliens, or nationals of the United States. Non-citizens with unrestricted employment authorization from the U.S. Immigration and Naturalization Service may also apply.

PHYSICAL/MENTAL REQUIREMENTS: Applicants must be able to physically and mentally perform the duties of the position efficiently and safely. Qualified applicants may be required to describe or demonstrate their ability to perform the essential and marginal elements or tasks of the job, with or without reasonable accommodation.

REASONABLE ACCOMMODATION: Applicants with special needs should contact our office at (808) 587-0994 (Oahu voice), (800) 493-9298 (Neighbor Islands voice) at the time of application, or no later than seven (7) working days prior to a scheduled test date.

VETERANS PREFERENCE POINTS: (Open Competitive Recruitments Only). Those claiming 5 or 10 Veterans Preference Points must submit or present a copy of their DD214 and/or other substantiating documents, identified by job title and number, to receive credit.

PRE-EMPLOYMENT PHYSICAL EXAMINATION REQUIREMENT: Offers of employment are conditional upon the results of a complete pre-employment physical examination. The cost and responsibility for all such examinations rest with the applicant and not the State of Hawaii.

CRIMINAL HISTORY RECORD CHECK: Individuals who are recommended for hire are required to undergo a criminal history record clearance and other checks, as applicable.

INTERNAL COMPLAINT PROCESS (Administrative Review): Applicants will be notified of their eligibility in writing. Applicants who do not agree with an action taken on the application must FIRST file an internal complaint with the Department of Human Resources Development (HRD). The internal complaint must be in writing and contain the specific reason(s) supporting the request for review. Complaints must be postmarked within seven (7) working days from the date of notice and addressed to: State Department of Human Resources Development, 235 S. Beretania Street, Room 1100, Honolulu, HI 96813. A change in rating will not affect the employment consideration of referred applicants or an applicant's appointment.

APPEAL: If the applicant does not agree with the internal complaint decision rendered by HRD, it may be appealed in writing to the State Merit Appeals Board within twenty (20) days from the date of the action on the internal complaint. An internal complaint must have been completed by HRD before an appeal may be requested.

If you have questions, please contact our office at (808) 587-0994 for further information.